Institution: Great Falls College Montana State University (GFC MSU)

Program Years: 2013-2014

List of the programs reviewed:

- **Construction Technology Certificate of Applied Science**

- **Computer Information Technology: Web Design Associate of Applied Science**

- **Graphic Design Associate of Applied Science**

- **Medical Assistant Associate of Applied Science**

- **Welding Technology & Fabrication Certificate of Applied Science**

- **Computer Information Technology: Microcomputer Support Associate of Applied Science**

- **Computer Assistant Program Certificate of Applied Science**

- **Computer Information Systems: Network Support Associate of Applied Science**

- **Computer Network Infrastructure Certificate of Applied Science**

- **Computer Server Administration Certificate of Applied Science**

Decision(s) concerning the future of the program(s), based on the program review criteria established at the campus:

Please see the attached detailed individual Internal Program Review Committee summaries.

Rationale or justification for the decision based on the program review process established at the campus. Include graduation numbers and student majors for each of the last seven (7) years for every program under review.

Please see the attached detailed individual Internal Program Review Committee summaries.

Institution: Great Falls College Montana State University

Program Years: 2013-2014

List of the programs reviewed:

- **Construction Technology CAS**

Decision(s) concerning the future of the program(s), based on the program review criteria established at the campus:

The Internal Program Review Committee at GFCMSU recommends to the Board of Regents the continuation of the Construction Technology CAS. The program director will file a formal program improvement plan to address Recommendations 1-4.

Rationale or justification for the decision based on the program review process established at the campus. Include graduation numbers and student majors for each of the last seven (7) years for every program under review.

Commendations
1. The Committee commends the program for maintaining impressive working relationships with his advisory committee, local high schools and local employers.
2. The Committee commends the program director for working hard to pay attention to changing needs in the workplace and adjusting the program and curriculum to meet local and student needs.
3. The curriculum includes a good spectrum of learning modalities, from lecture to lab and jobsite.
4. The Committee commends the program for seeking out good working relationships with Neighbor works and Habitat.
5. The Committee commends the faculty for strong experience, training and certifications.

Recommendations
1. The Committee recommends the program director and his division director explore the possibility of curriculum development to meet additional needs of professionals working in the field and formalizing credit for journeyman hours with the union.
2. The Committee encourages the program director to assist graduates in completing the graduate survey for more complete data.
3. The Committee recommends the program director work to develop a full-time dual credit program available to high school seniors.
4. The Committee recommends better documentation of professional development participation for the individuals instructing the program.

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Table 1 : Construction Technology CAS

Year	Program Enrollment	Grad. rates for full-time students within 150% of normal completion time.	Grad. rates for part-time students within 150% of normal completion time.
2006-07	n/a	n/a	n/a
2007-08	n/a	n/a	n/a
2008-09	4	25%	n/a
2009-10	8	9%	n/a
2010-11	15	64%	n/a
2011-12	14	54%	n/a
2012-13	11	70%	n/a

Institution: Great Falls College Montana State University

Program Years: 2013-2014

List of the programs reviewed:

Computer Information Technology: Web Design AAS

Decision(s) concerning the future of the program(s), based on the program review criteria established at the campus:

The Internal Program Review Committee at GFCMSU recommends to the Board of Regents the continuation of the Computer Information Technology: Web Design AAS. The program director will file a formal improvement plan to address Recommendations 1-4.

Rationale or justification for the decision based on the program review process established at the campus. Include graduation numbers and student majors for each of the last seven (7) years for every program under review.

Commendations
1. The Committee commends the program for an extremely impressive partnership with its Advisory Committee, which includes review of individual student portfolios.
2. The Committee commends the program director for implementing innovative techniques in delivering curriculum including the 'flipped classroom', internships, student shows and the addition of a Capstone Internship course.

3. The Committee commends the program director for aligning the Web program with Graphic Design in such a way that students can earn both degrees in 3 years.
4. The Committee commends the Web Design program for a low cost per student due to the use of one full-time program director/lead instructor for both Web and Graphics teaching in partnership with qualified adjuncts.

Recommendations
1. The Committee is concerned that the addition of the Graphic Design program has decreased enrollment and graduation rates for the Web program and recommends that the program director explore options for boosting these, perhaps by considering stacking credentials.
2. The Committee encourages the program director to assist graduates in completing the graduate survey for more complete data.
3. The Committee recommends the program director explores options for dual credit in program courses.

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4.   The Committee recommends that the program director work with the division director   to budget for external professional development training.

Table 2: Computer Information Technology: Web Design AAS

Year	Program Enrollment	Grad. rates for full-time students within 150% of normal completion time.	Grad. rates for part-time students within 150% of normal completion time.
2006-07	19		
2007-08	30		
2008-09	34	50%	n/a
2009-10	25	50%	8%
2010-11	16	20%	14%
2011-12	8	0%	10%
2012-13	8	0%	50%

Institution: Great Falls College Montana State University

Program Years: 2013-2014

List of the programs reviewed:

   Graphic Design AAS

Decision(s) concerning the future of the program(s), based on the program review criteria established at the campus:

The Internal Program Review Committee at GFCMSU recommends to the Board of Regents the continuation of the Graphic Design AAS. The program director will file a formal plan to address Recommendations 1-4.

Rationale or justification for the decision based on the program review process established at the campus. Include graduation numbers and student majors for each of the last seven (7) years for every program under review.

Commendations
1. The Committee commends the program director for her obvious passion for her profession and enthusiasm in producing successful student outcomes as evidenced by quality student portfolios through modifications to curriculum and pedagogic changes.
2. The Committee commends the program for the extraordinary engagement and active involvement of its Advisory Committee.
3. The Committee commends the program director for aligning the Graphics program with Web Design so that students can earn both degrees in 3 years, but there is concern that the Graphics program may have taken students from the earlier Web program.
4. The Committee commends the Graphic Design program for a low cost per student due to the use of one full-time program director/lead instructor for both Web and Graphics teaching in partnership with qualified adjuncts.

Recommendations
1. The Committee recommends that the program director work with her division head to explore the possibility of adding a Mac Lab so that students can learn on computers common to this field of work.
2. The Committee encourages the program director to assist graduates in completing the graduate survey for more complete data.
3. The Committee recommends the program director explores options for dual credit in program courses and work on class 8 certification.
4. The Committee recommends that the program director work with her division director to budget for external professional development training so that she can stay abreast of current trends and technologies.

Table 3: Graphic Design AAS

Year	Program Enrollment	Grad. rates for full-time students within 150% of normal completion time.	Grad. rates for part-time students within 150% of normal completion time.
2006-07	0	n/a	n/a
2007-08	0	n/a	n/a
2008-09	7	n/a	n/a
2009-10	39	n/a	n/a
2010-11	42	0%	n/a
2011-12	47	0%	n/a
2012-13	48	35%	n/a

Institution: Great Falls College Montana State University

Program Years: 2013-2014

List of the programs reviewed:

- **Medical Assistant AAS**

Decision(s) concerning the future of the program(s), based on the program review criteria established at the campus:

The Internal Program Review Committee at GFCMSU recommends to the Board of Regents the continuation of the Medical Assistant AAS. The program director will file a formal improvement plan to address Recommendations 1-6.

Rationale or justification for the decision based on the program review process established at the campus. Include graduation numbers and student majors for each of the last seven (7) years for every program under review.

Commendations

1. The Committee commends the Program Director for the rapid preparation for the site visit and earning accreditation for the program.
2. The Committee commends the Program Director's demonstration of a strong work ethic during the process of reorganizing the program which was experiencing significant growing pains.
3. The Committee commends the Program Director's passion for the profession of medical assisting and ownership of the program.
4. The Committee commends the Program Director for her continuing professional development towards her Master's in science education degree while making such significant contributions to the college.

Concerns

1. Advisory Board meeting needs to follow guidelines put forth by GFCMSU.

Recommendations

1. The Committee recommends exploration of the Program Director's workload in combination with the program's possible need for additional faculty be performed under the direction of the Health Science Division Director.
2. The Committee recommends that the Program Director submit a plan to increase student participation on the GFCMSU graduate survey in order to more accurately access in-field job placement.
3. The Committee recommends that the Program Director submit a plan to increase retention rates, graduation rates and numbers of degrees.

4. The Committee recommends that the Program annually assess the Student Participation and Success statistics to see if the recent changes have influenced the statistics.
5. The Committee recommends that the Program Director submit current and revised Phase IV documentation that meets GFCMSU standards.
6. The Committee recommends that the Program Director explore collaboration with the Division of Developmental Education and Transfer Division regarding use of their microscopes since the Medical Assistant Program only uses the microscopes a few days per semester.

Table 4: Medical Assistant AAS

Year	Program Enrollment	Grad. rates for full-time students within 150% of normal completion time.	Grad. rates for part-time students within 150% of normal completion time.
2006-07	0	n/a	n/a
2007-08	0	n/a	n/a
2008-09	22	n/a	n/a
2009-10	28	n/a	n/a
2010-11	36	n	n/a
2011-12	56	33%	n/a
2012-13	53	40%	n/a

Institution: Great Falls College Montana State University

Program Years: 2013-2014

List of the programs reviewed:

- **Welding Technology & Fabrication CAS**

Decision(s) concerning the future of the program(s), based on the program review criteria established at the campus:

The Internal Program Review Committee at GFCMSU recommends to the Board of Regents the continuation of the Welding Technology & Fabrication CAS. The program director will file a formal improvement plan addressing Recommendations 1-4.

Rationale or justification for the decision based on the program review process established at the campus. Include graduation numbers and student majors for each of the last seven (7) years for every program under review.

Commendations

1. The Committee commends the Program Director for the creation of this program and the commitment to help it grow.
2. The Committee commends the Program Director for becoming designated an ATF by both AWS and CWB. This dual accreditation is the cornerstone of the trans-border center concept.
3. The Committee commends the Program Director for establishing the agreement with FVCC for our welding certificate students being able to transfer into their AAS program.
4. The Committee commends the Program Director for working such varied hours to accommodate students' schedules.

Concerns

1. The Committee is concerned with the rapid growth of the program and being able to give the Program Director sufficient administrative assistance to maintain the program.
2. The Committee is concerned with the lack of planning for and organization of the Program Director's Advisory Board Meetings.
3. The Committee is concerned with the lack of documentation of the Welding faculty's professional development.
4. The Committee is concerned with the faculty/student ratio and safety in the classroom.

Recommendations

1. The Committee recommends the Program Director work with the Division Director to establish a plan to provide administrative help with the growth of the Program.
2. The Committee recommends the Program Director investigate and create a plan for internships with local businesses.
3. The Committee recommends the Program Director work with the Division Director on rewriting or revising the student learning outcomes in the catalog.
4. The Committee recommends the Program Director work with the Division Director on annual budgeting for Professional Development that will be counted towards keeping their certifications or licensures.

Table 5: Welding Technology & Fabrication CAS

Year	Program Enrollment	Grad. rates for full-time students within 150% of normal completion time.	Grad. rates for part-time students within 150% of normal completion time.
2006-07	0	n/a	n/a
2007-08	19	0%	n/a
2008-09	16	14%	n/a
2009-10	23	87%	n/a
2010-11	26	40%	n/a
2011-12	21	65%	n/a
2012-13	39	57%	n/a

Institution: Great Falls College Montana State University

Program Years: 2013-2014

List of the programs reviewed:

- **Computer Information Technology: Microcomputer Support AAS**

- **Computer Assistant Program CAS**

- **Computer Information Systems: Network Support AAS**

- **Computer Network Infrastructure CAS**

- **Computer Server Administration CAS**

Decision(s) concerning the future of the program(s), based on the program review criteria established at the campus:

The Internal Program Review Committee at GFCMSU recommends to the Board of Regents the continuation of the Computer Information Technology: Microcomputer Support Associate of Applied Science, Computer Assistant Program Certificate of Applied Science, and Computer Information Systems: Network Support Associate of Applied Science, Computer Network Infrastructure Certificate of Applied Science and the Computer Server Administration Certificate of Applied Science. The program director will file a formal improvement plan addressing Recommendations 1-3.

Rationale or justification for the decision based on the program review process established at the campus. Include graduation numbers and student majors for each of the last seven (7) years for every program under review.

Commendations
1. The Committee commends the program for effectively sharing faculty across the programs.
2. The Committee commends the program for its use of stacked credentials and the use of both credit and non-credit opportunities. This allows for the attainment of industry recognized credentials leading to employability in the field.

Concerns
1. The Committee is concerned that there is not a way to separate out the programs fiscally.
2. The Committee is somewhat concerned that not all the programs are teaching what the local industry needs.

Recommendations
1. The Committee recommends the program director examine the feasibility of the computer assistant credential.
2. The Committee recommends the program director make certain that student learning outcomes assessment data are used to close the loop.
3. The Committee recommends the program director assess the membership on the advisory committee to see if it adequately represents growth in the Great Falls area.
4. The Committee recommends the program director consider exploring a non-credit delivery for these programs.

Table 6: Computer Programs

Year	Program Enrollment	Grad. rates for full-time students within 150% of normal completion time.	Grad. rates for part-time students within 150% of normal completion time.
2006-07	63		
2007-08	63		
2008-09	65	11%	n/a
2009-10	82	27%	4%
2010-11	78	25%	21%
2011-12	79	27%	22%
2012-13	75	59%	10%